



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BAKER COUNTY YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**

FLSA Status: Non-Exempt

Reports to: Aquatics Director

Revision Date: 01/01/2020

---

### POSITION SUMMARY:

This position provides direct leadership, instruction and motivation for students swimming classes of all ages and abilities. Provides exceptional customer service to promote aquatics programs and the YMCA.

### ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans.
2. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
3. Maintains effective, positive relationships with the members, participants and other staff.
4. Attends staff meetings and trainings as scheduled.
5. Follows all YMCA policies, rules regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
6. Organizes and puts away needed class equipment. Reports damaged equipment to Aquatics Director and lifeguard on duty.
7. Trains and supervises class aides as assigned.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions.

Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**BAKER COUNTY YMCA • 3715 Pochontas Rd • Baker City, OR 97814**

**(541)523-YMCA (9622) • Fax (541)523-4038 • [www.BakerYMCA.org](http://www.BakerYMCA.org)**

*Operational Effectiveness:* Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

- 1. Minimum of 15 years old.**
- 2. Certifications: CPR for Professional Rescuer, AED, Basic First Aid and Emergency Oxygen.**
- 3. Current Red Cross WSI or YMCA swim instructor certification or previous experience.**

### **PHYSICAL DEMANDS:**

- 1. Must be able to remain alert.**
- 2. Ability to instruct and observe participants in proper stroke techniques.**
- 3. Ability to continuously scan class.**
- 4. Ability to lift equipment, and to lift repeatedly, with the assist of the water, a small to average sized child weighing up to 100 pounds.**
- 5. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.**